



# PUSHPAGIRI COLLEGE OF PHARMACY

Medicity Campus, Perumthuruthy PO Thiruvalla

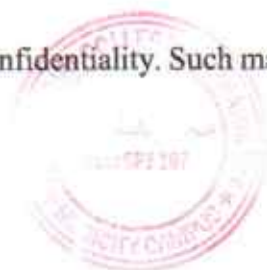
*Accredited with A grade by NAAC and affiliated to  
Kerala University of Health Sciences (KUHS)*

## **Code of Conduct**

## CODE OF CONDUCT FOR GOVERNING BODY

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

1. The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
2. The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
6. The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body.
7. All sorts of agendas of meetings and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students.
8. Matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.



## **CODE OF CONDUCT FOR ADMINISTRATIVE AUTHORITY**

1. It would include Principal advisor, CEO, Directors, Finance Director, Finance Manager, Vice Principal Academic Affairs, and Vice Principal General affairs, Heads of the Departments and Faculty in charges of various classes and sections etc
2. The various responsibilities of the authority are:
3. Be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the University and Pharmacy Council of India are strictly adhered to in all its affairs.
4. Comply with laws, rules, and regulations of the management in line with the University.
5. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
6. Follow the highest degree of ethics in its decision making in the best interest of the University.
7. Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the University in order to bring the social change and hence national development.
8. Follow objectives and policies of the University and contribute constructively to achieve its mission and vision.
9. Maintain confidentiality of the records and other sensitive matters.
10. To promote work culture and ethics that bring about quality, professionalism, satisfaction.
11. Prevent any misappropriation of financial and other resources.



## CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Administrative staff are expected to perform the following:

1. Execute official decisions and policies faithfully and impartially to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Maintain confidentiality of the records and other sensitive matters.
4. Co-operate and form strong liaison with colleagues.
5. Utmost care for the institution's property.
6. Improve congenial environment.
7. Prevent any form of discrimination.
8. To caution against accepting bribes or indulge in any corrupt practices.
9. To put maximum effort to complete the assigned work in a time-bound manner.
10. Create an atmosphere that inspire teamwork.
11. Readdress the genuine grievances by timely action.





## CODE OF CONDUCT FOR TEACHERS

Teaching is a noble and devoted profession which instill knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency in students

1. Teachers should be responsible for the following affairs:
2. Perform duties, in the form of teaching, tutorial, practical, seminar, research work as per the guidelines of the Pharmacy Council of India and the University with diligence, dedication and punctuality.
3. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
4. Co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the University and various inspection procedures.
5. Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand.
6. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and traditions.
7. Adhere to responsible conduct and behavior expected of them by the society.
8. Create a conducive teaching-learning environment through innovative practices and knowledge sharing.
9. To be a role models for students by displaying good conduct and character. Deal with students justly and impartially regardless of their religion, caste, and political, economic, social and physical characteristics.
10. Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
11. Behave with dignity and courtesy with staff and fellow colleagues.
12. Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
13. Encourage students to actively participate in activities of national priorities.
14. Respect the rights and dignity of the students in expressing his/her opinion.
15. Refrain from any kind of harassment of students.



## CODE OF CONDUCT FOR STUDENTS

Students of the University are expected to devote their energy in learning and developing a professional personality.

The students would perform the following responsibilities:

1. Strictly follow the Acts/Statutes/Ordinances, rules, policies, procedures of the Pharmacy Council of India and University and respect its ideals, vision, mission, cultural practices and the traditions.
2. Remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality.
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
7. Contribute towards cleanliness of the campus and its surroundings.
8. Responsible to keep campus ragging free.
9. Sensitive to gender issues.
10. Sensitive to societal needs and development.
11. Show respect and care for the institutional properties.
12. Observe proper behavior while on outreach programmes, educational tour.
13. Be honest in providing truthful information about all documents.
14. Maintain the highest standards of academic integrity while presenting their own academic work report.
15. Support teachers in maintaining learning environment conducive for all student



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## **Human Values and Professional Ethics**

### **Handbook**



## **About the Institute...**

Pushpagiri College of Pharmacy is one of the member institution of Pushpagiri Medical Society, Thiruvalla. Pushpagiri Medical Society is owned and managed by Catholic Archdiocese of Thiruvalla, Kerala, a Christian Charitable Society registered under the societies act. Pushpagiri Medical Society is pioneers in healthcare in central Kerala providing its services since 1949.

Pushpagiri College of Pharmacy is one of the reputed Pharmacy Colleges in Kerala. It was established in the year 2004. The college is approved by Pharmacy Council of India affiliated to Kerala University of Health Sciences. We offer B. Pharm M. Pharm, Pharm D, Pharm D (PB) and research programmes. Together with the academic development, the overall development of the individual is our concern. We provide best quality education in Kerala with well-equipped laboratory, research lab, toxicology lab and library. Clinical training is conducted at our super speciality medical college hospital by expert team of clinicians. Students take part in the medical camps along with the medical team. Apart from this we have a community pharmacy established, where the students get training in community pharmacy service. Students are also exposed to ward round of various clinical departments of the Medical College Hospital and we are also rendering patient counselling service and drug information and poison information services by use of soft software like Micromedex at Pushpagiri medical college hospital.





**Vision:**

"We care..... God cures....."All activities in the college are driven toward realizing the vision of the college.

**Mission:**

To work towards a knowledge society with a life in abundance, through science and technology, improving health care of our immediate community, State, Country and the World at large.

**Salient features:**

- Excellent infrastructure
- Fully equipped labs according to specifications by Governing bodies
- Well maintained Sophisticated Instruments
- Highly qualified, international university experienced & dedicated academic core faculty members
- Pushpagiri College of Pharmacy is totally Wi-Fi enabled campus
- Well maintained Research Laboratory
- ICT enabled classrooms
- Separate Pharm D block

**Objectives:**

- To understand the moral values that ought to guide profession and to find a solution to address moral issues in the profession
- To justify the moral judgment concerning the profession
- To bring an awareness on human values and professional ethics
- To encourage for inculcating the Moral Values and social responsibility
- To follow the fundamental duties laid down by constitution of India



**PART-I**  
**HUMAN VALUES**

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large. A value is defined as a principle that promotes well-being or prevents harm.

### **Need for Human Values**

- Provides understanding of the attitudes, motivation and behaviours
- To ensure inclusive growth
- To strengthen democratic culture in the society
- Influences our perception of the world around us
- Represents interpretation of "right and wrong"
- Provides a way to understand humans and organisation

Pushpagiri College of Pharmacy is based on **five human values**: Right Conduct, Peace, Truth, Peaceful co-existence, Discipline.

Right Conduct – Contains values like self-help skills (modesty, self-reliance, hygiene etc.), social skills (good behavior, good manners, environment awareness etc.), ethical skills (courage, efficiency, initiative, punctuality etc.) and Ownership

- Peace – Contains values like equality, focus, humility, optimism, patience, self-confidence, selfcontrol, self-esteem etc.
- Truth – Contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.
- Peaceful co-existence – Contains values like psychological (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)
- Discipline – Contains values like regulation, direction, order etc.





**PART - II**  
**PROFESSIONAL ETHICS**



## **CODE OF PROFESSIONAL ETHICS**

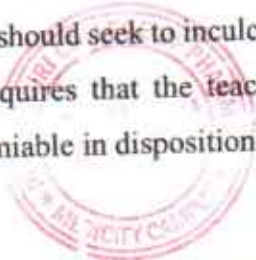
Professionally accepted standards of personal and business behavior, values and guiding principles. Codes of professional ethics are often established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. Professional ethics is nothing but a code of conduct applicable to different professions and is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Pharmacist Oath undertaken by pharmacy students is one such example of professional ethics that is adhered by even today. Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

### **Need for Professional Ethics**

Professional ethics are accepted standards of personal and business behaviour, values and guiding principles. Codes of professional ethics are established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Professional organizations necessarily include components like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. in their code of conduct.

## **I TEACHERS AND THEIR RESPONSIBILITIES**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his / her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.



Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge,
5. Maintain active membership of professional organisations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service

## **II TEACHERS AND THE STUDENTS**

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion,
2. Deal justly and impartially with students regardless of their religion, caste, political economic, social and physical characteristics.
3. Re-organise the difference in aptitude and capabilities among students and strive to meet their individual needs.





4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration,

### **III TEACHERS AND COLLEAGUES**

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV TEACHERS AND AUTHORITIES**

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.



2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except in unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V TEACHERS AND NON-TEACHING STAFF**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Teachers should help in the function in joint staff-councils covering both teachers and the nonteaching staff.

#### **VI TEACHERS AND GUARDIANS**

Teachers should:

Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



## VII TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



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